



ACED 0707: Job Search Techniques

EFFECTIVE DATE

June 2019

DEPARTMENT

Access to Careers & Education

DESCRIPTION

This course provides students with the opportunity to develop professional job search documents and review and practice interview skills. Students learn about different work search strategies and apply for positions. ACED 0707, 0709, 0710, and 0711 are required for completion of ABE Provincial level Career Planning

CREDITS

1.0

YEAR OF STUDY

ABE Provincial Level(Grade12)

PREREQUISITES

English 9 or equivalent

COREQUISITES

None

COURSE LEARNING OUTCOMES

Upon successful completion of this course, students will be able to:

- Job Search
 - identify and plan the major steps of the job search process
 - develop effective interview strategies
 - develop and maintain job search networks
 - create effective resume and cover letter
- Communication Skills
 - develop and apply effective writing processes for resumes and cover letters
- Personal Awareness Skills
 - assess and manage stress during a job interview

PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR)

None

HOURS

Lecture: 12

Self-paced: 12

Other: 12

INSTRUCTIONAL STRATEGIES

This course is a combination of classroom instruction that includes workshops, computer lab and assignments. Students will be expected to work individually, in small groups and as a whole class to complete the course curriculum.

GRADING SYSTEM

Letter Grade (A-F)

PASSING GRADE

D

EVALUATION PLAN

Type	Percentage	Assessment activity
Assignments	30	Completed resume
Assignments	30	Completed cover letter and references sheet
Assignments	20	Job Interview preparation documents and mock interview
Participation	10	Class discussion and in-class activities
Attendance	10	

COURSE TOPICS

- Building a professional resume
- Cover letters
- Hidden Job Market and Networking
- Health careers-tips for job search

- Developing leads lists
- Common Interviewing Questions
- Applying for work
- What to wear to an interview
- Thank you letters

LEARNING RESOURCES

None

Notes:

- Course contents and descriptions, offerings and schedules are subject to change without notice.
- Students are required to follow all College policies including ones that govern their educational experience at VCC. Policies are available on the VCC website at:
<https://www.vcc.ca/about/governance--policies/policies/>.
- To find out how this course transfers, visit the BC Transfer Guide at <https://www.bctransferguide.ca>.

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